REPORTS INVENTORY

	CONTROL NO.
PREPARE IN DUPLICATE	DDS/OL/PMS-2

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT		
#2 - Not Returned by Contractor		X	STATISTICAL
			NARRATIVE
			MACHINE-NAME LISTING

3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL
	X	LOGISTICS		SECURITY		OTHER (specify)
		MEDICAL		FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
2	twice monthly	10

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
computer print-out	X	YES	IF YES GIVE ADP PROCESSING NO.
		NO	24205
			see 13

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OCS - PD/CAS, CSS, R&D, ICS, GP; [ ] DD/P/CMG; DD/S&T/ OEL, ORD; DD/I/NPIC	

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12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
DISTRIBUTION ONLY:									
9	5.38		.25		1.34		24		32.16

B. COSTS OF COMPUTER PRODUCED REPORTS

	no.pgs	no.cys	per pg		
	35	2	.03	24	50.40

TOTAL COSTS PER YEAR	82.56

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

D/L memo dated 22 Nov 1967 to D/OCS

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
X RETAIN AS IS OTHER (explain)	MAN-HOURS	DOLLARS
CHANGE		
DISCONTINUE		

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16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
8 Oct. 1970	Procurement Assistant	

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FORM 142
9-70

Classification